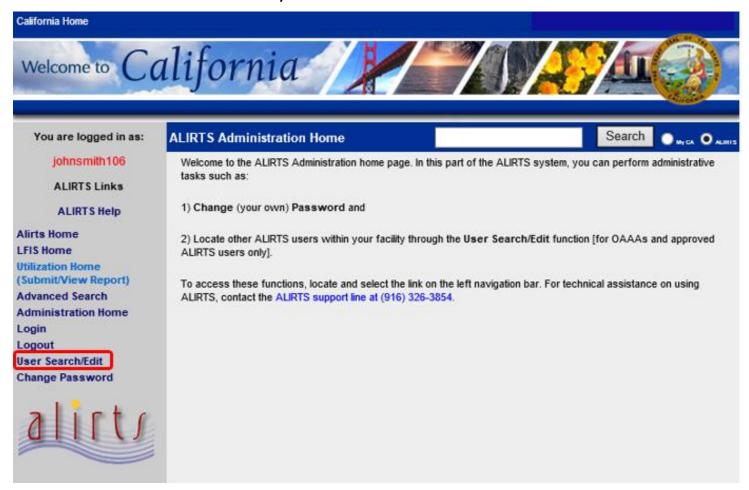
Removing A Report Preparer

If you are an OSHPD ALIRTS Account Administrator and want to remove a report preparer, follow the steps below. If you are looking to change the OSHPD ALIRTS Account Administrator, please contact the ALIRTS support line at (916)326-3854.

 Login to your ALIRTS account and click the "Administration Home" button on the homepage



2. Then click the "User Search/Edit" button



3. Now click the user's name for the account you will be removing



4. Now uncheck the box under the word "Assigned" then click save.

California Home									
Welcome to Co	alifor	nia				*	<u> </u>	U(
You are logged in as:	ALIRTS User Edit								
johnsmith106	First Name	Jack	M.L.	Last	Name	Rose			
ALIRTS Links ALIRTS Help Login Utilization Home (Submit/View Report) Administration Home Advanced Search LFIS Home Alirts Home Logout	Title Administrator								
	Email jack.rose@hospital.com								
	Phone	916-123-4567	Fax 916-765-4321						
	Address	Address 400 R Street							
		Ste. 250							
	City	Sacramento		State CA V Z			Zip	ip 95814	
	Login Id	jackrose106							
	Password	Confirm							
	Group	P Report Preparer				Active 🗸			
	OSHPD Id		Facilit	y					Assigned
	106340913	13 KAISER FOUNDATION HOSPITAL - SACRAMENTO							~
UTIL ()	106342344	KAISER FOUNDATION HOSPITAL - SOUTH SACRAMENTO							
	Save								

5. After you click the **"Close"** button, you should see an updated list of the users/facilities that are attached to the administrator's account.

